

Getting started with Michigan Business One Stop

New users to Michigan Business One Stop will need to register for a log in ID and password.

Step 1:

A user that is already registered will login with their One Stop login ID and password. New users will need to register by clicking **GO** under Start & Register.

The screenshot shows the Michigan Business One Stop website. At the top, there is a banner with the text "Michigan Business One Stop" and the Michigan.gov logo. Below the banner, there is a navigation bar with links to "Michigan.gov Home", "One Stop Home", and "Contact Us". A search bar is also present. On the left side, there is a sidebar with links to "License Search", "Customer Assistance Center", "Try Business One Stop Simulator", and "Resource Center". The main content area is divided into two sections: "RESEARCH & PLAN" and "START & REGISTER". Under "RESEARCH & PLAN", there is a list of links: "Tools You Can Use", "Business Entity Search", "Financing Your Business", "Employer Resources", "Taxes: General Information", "Take the One Stop Tour", and "Try the One Stop Simulator". A "GO" button is located below this list. Under "START & REGISTER", there is a message: "To get started, you will need to sign up for a One Stop account, then set up your business. These are ONE TIME ONLY activities." Below this message, there is a "GO" button that is circled in red. To the right of the "GO" button, there is a login form with fields for "Login ID:" and "Password:", a "Forgot Password?" link, and a "Create an Account/Log In" link. A "GO" button is also present next to the password field.

Michigan.gov Home One Stop Home Contact Us Search GO

License Search
Customer Assistance Center
Try Business One Stop Simulator
Resource Center

Michigan's Business Service Center

Over the next few weeks, we will be working to re-engineer this site based on feedback from our customers. Thank you for your patience as we continue to improve our products.

print friendly email this page Like Tweet

RESEARCH & PLAN **START & REGISTER**

Tools You Can Use
Business Entity Search
Financing Your Business
Employer Resources
Taxes: General Information
Take the One Stop Tour
Try the One Stop Simulator

GO

To get started, you will need to sign up for a One Stop account, then set up your business. These are ONE TIME ONLY activities.


Get started now! Register for Business One Stop

GO

Login ID: Password: Forgot Password? GO

Create an Account/Log In

Step 2:

Next, complete the One Stop Registration fields and click . All areas with a red astrick (*) are required.



Michigan Business One Stop

MICHIGAN.GOV
Michigan's Official Web Site

[Michigan.gov](#) [One Stop Home](#) | [Help](#) | [Contact Us](#) | [FAQ](#)

One Stop Registration

Please provide the information below, then click **Submit** to receive your temporary password. Choose **Clear** to remove information you have entered. Choose **Previous** to return to the Login page. Choose **Quit** to close your browser.

* Indicates required field

Login ID * (Enter your last name, first initial, and any 4 numbers-no space between. For Example: John Smith and using 9999 as an example for the four digit number, you would enter smithj9999.)

First Name * Middle Initial Last Name *

Email Address * Confirm Email Address *

Work Phone Number * (111-222-3456)

- -

Enter the number as it is shown in the box below *

64539

[Michigan.gov Home](#) | [Help & Contacts](#) | [State Web Sites](#) | [Awards](#)
[Privacy Policy](#) | [Link Policy](#) | [Accessibility Policy](#) | [Security Policy](#) | [Michigan News](#) | [Michigan.gov Survey](#)

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The number that is presented to you will need to be entered in this box.

Step 3:

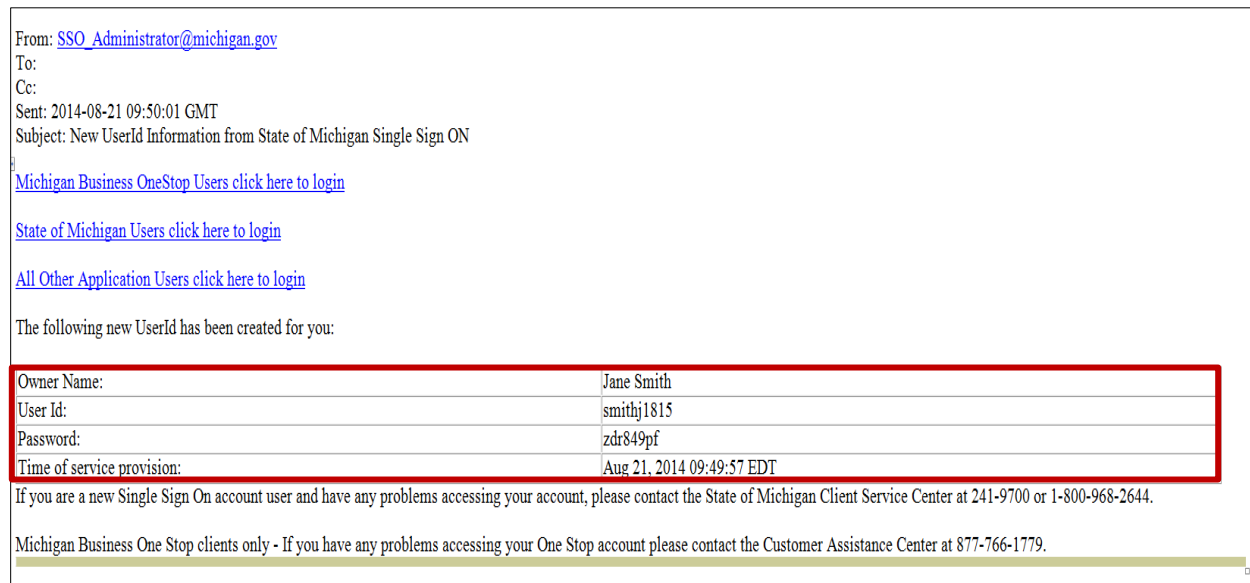
Registration with Michigan Business One Stop is now complete.



The screenshot shows the Michigan Business One Stop website. The header features a green banner with wind turbines and a farm, with the text "Michigan Business One Stop" and "MICHIGAN.GOV Michigan's Official Web Site". Below the banner is a green navigation bar with links: "Michigan.gov", "One Stop Home", "Help", "Contact Us", and "FAQ". On the left is a sidebar with links: "Site Guide", "Resource Center", "Michigan Advantage", "Customer Assistance Center", and "Try Business One Stop". The main content area has the heading "Thank You for Registering in One Stop" and a message: "An email with a temporary password has been sent to your email address. Click the Back to One Stop Home button to return to the login page and then check your email for a temporary password. Once you have received your temporary password you will be able to log in to Business One Stop." A button labeled "Back To One Stop Home" is at the bottom right. The footer contains links: "Michigan.gov Home", "Help & Contacts", "State Web Sites", "Awards", "Privacy Policy", "Link Policy", "Accessibility Policy", "Security Policy", "Michigan News", and "Michigan.gov Survey", followed by the copyright notice "Copyright © 2001-2014 State of Michigan".

Step 4:

The registered user will receive an email providing the User Id and temporary Password.



The screenshot shows an email notification from the State of Michigan. The header includes: "From: SSO_Administrator@michigan.gov", "To:", "Cc:", "Sent: 2014-08-21 09:50:01 GMT", and "Subject: New UserId Information from State of Michigan Single Sign ON". The body contains three links: "Michigan Business OneStop Users click here to login", "State of Michigan Users click here to login", and "All Other Application Users click here to login". Below the links, it states: "The following new UserId has been created for you:". A table with a red border lists the user details:

| | |
|----------------------------|---------------------------|
| Owner Name: | Jane Smith |
| User Id: | smithj1815 |
| Password: | zdr849pf |
| Time of service provision: | Aug 21, 2014 09:49:57 EDT |


Below the table, it says: "If you are a new Single Sign On account user and have any problems accessing your account, please contact the State of Michigan Client Service Center at 241-9700 or 1-800-968-2644." At the bottom, it says: "Michigan Business One Stop clients only - If you have any problems accessing your One Stop account please contact the Customer Assistance Center at 877-766-1779."

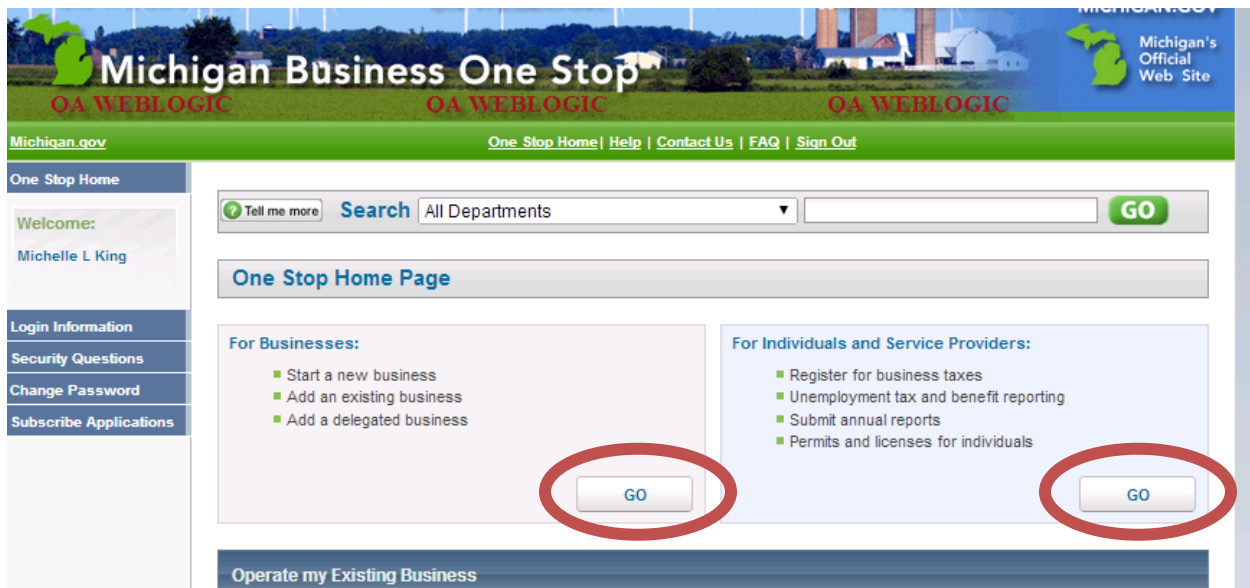
Creating a Business Profile in Michigan Business One Stop

After proceeding through the One Stop registration, the business profile can be created.

PLEASE NOTE: All fields in One Stop with a red *, are required.

Step 1:

After login, select the option that indicates the type of business or service you are associated with and select go .



Michigan Business One Stop

QA WEBLOGIC QA WEBLOGIC QA WEBLOGIC

Michigan.gov One Stop Home | Help | Contact Us | FAQ | Sign Out

One Stop Home

Welcome:
Michelle L King

Login Information
Security Questions
Change Password
Subscribe Applications

One Stop Home Page

For Businesses:

- Start a new business
- Add an existing business
- Add a delegated business

For Individuals and Service Providers:

- Register for business taxes
- Unemployment tax and benefit reporting
- Submit annual reports
- Permits and licenses for individuals

GO GO

Operate my Existing Business

Step 2:

Select an option based on the type of profile being created and click .

Start or Add a Business

Select an option

☐ **Start a New Business**
This option is for :

- A new business that has not filed any documentation with LARA Corporation Division. If you have recently submitted documentation go through Add an Existing Business
- New sole proprietorships and general partnerships
- If your "business currently exists" and it is located in either Michigan, another state or country please use the Add My Existing Business flow below.

☐ **Add My Existing Business**
This option is for :

- Existing businesses that have already filed with LARA Corporation Division
- Existing sole proprietorships and general partnerships
- An existing out of state business that is currently or is planning to conduct business in Michigan.

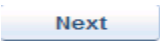
☐ **Add a Business that has been delegated to me (requires PIN)**
This option is for :

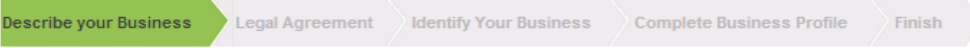
- Recipients of an email from One Stop containing a PIN. This will attach an existing business account to your business list

Quit

Next

Step 3:

To create a business profile, select the options that best describe the business and click . Options selected will determine the path of additional questions answered.



Describe Your Business (One-Time Only Process)

Choose the options below that describes your business.

NOTE: If your business is a Corporation, Limited Liability Company, or Limited Partnership that started in One Stop and has not completed any corporate filings, please [click here](#) for additional instructions.



* = Required

Select an option*


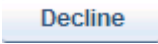
- ☐ I represent a Michigan domestic corporation or foreign qualified corporation or limited partnership which has filed documents with the Michigan Department of Licensing and Regulatory Affairs, Bureau of Commercial Services, Corporations Division (LARA BCS CD)
- ☐ I represent a Michigan domestic limited liability company or foreign qualified LLC which has filed documents with the Michigan Department of Licensing and Regulatory Affairs, Bureau of Commercial Services, Corporations Division (LARA BCS CD)
LLC Type
- ☐ I represent a General Partnership which has registered with one or more counties in Michigan
- ☐ I represent a Sole Proprietorship
- ☐ I represent a foreign or out of state business which is not qualified; a government agency; an educational institution; a municipality; a Native American nation; or any other entity type not represented above that requires licensing or registration with the State of Michigan

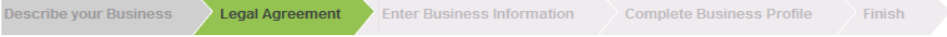
Check All That Apply

- ☐ I have registered with the Michigan Department of Treasury (Have FEIN from the IRS or TR Number from Michigan Treasury)
- ☐ I have registered for unemployment withholdings with the Michigan LARA Unemployment Insurance Agency (have UIA account number)
- ☐ I have obtained an FEIN from the IRS, but have not registered with the Michigan Department of Treasury (have FEIN)

Step 4:



Agree to the Legal Agreement Text by clicking . Clicking  routes you back to the home page.




LEGAL AGREEMENT TEXT

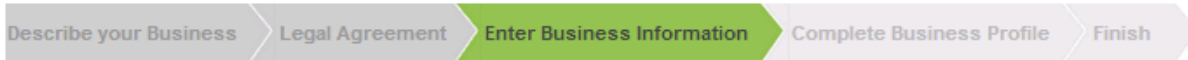
You are about to navigate to the Michigan Business One Stop's "attach an existing business" process. In this process, you'll be asked to provide information to help identify your business to the State of Michigan. By selecting the "Accept" button, you are confirming that you are either (1) a business owner, or (2) a representative authorized by business owner(s) to establish this business account within the Michigan Business One Stop and to conduct transactions on that business' behalf. Entering information for a business of which you are not either an owner or authorized representative is fraud and may result in termination of your account or prosecution or both.

If you do not agree, select the "Decline" button to exit this screen and return to the previous page.

Step 5:

After all questions have been answered, complete the **'Identify Your Business'** section and click . The look of this screen will vary, depending on the business type and previous options that have been selected.



Identify Your Business

The information you enter below will be used to search for your business on the Corporation database. For best results, enter it exactly as it appears on the documents filed with the Michigan Department of Licensing and Regulatory Affairs, Bureau of Commercial Services, Corporation Division.

*** = Required**

Business Name: *

County of Registration: *

Expiration Date: *

| | | | | |
|---|----------------------|----|----------------------|----------------------|
| * If you do not have an FEIN from the IRS and Treasury has assigned you a TR Number enter that number in place of the FEIN. | | | | |
| FEIN: | <input type="text"/> | Or | TR Number : | <input type="text"/> |
| Re-enter FEIN: | <input type="text"/> | | Re-enter TR Number : | <input type="text"/> |

Please enter an e-mail, phone number and addresses requested below for your business.

Business email and phone number

Email Address : * (eg., abc@xyz.com)

Confirm Email Address : *

☐ Include this contact in e-mail notifications related to this business.

Phone Number : * - -

Principal Address - Will be used to pre-fill applications

Address Type : Principal

Address : *

City: *

Country : *

State : *

Zip + 4 : * -

[Previous](#)

[Submit](#)

Step 6:

After submission, an address validation will occur. Choose to select the address suggested or keep the address entered and click [Continue](#). Please note: Often, the only difference from what was originally entered is the +4 zip code.

Address Validation

Address entered by you:

☒ 111 Smith St
Corunna MI 48817

| Address Suggestions | |
|-----------------------|---------------------------------------|
| Select | Address Suggestions |
| <input type="radio"/> | 111 Smith St Corunna MI 48817-1102 |

[Cancel](#) [Continue](#)

Step 7:

Enter a mailing address for the business. If the address is the same as the principal address, you can simply check the box indicating such and then click [Proceed to Step 2](#).

Mailing Address - Will be used to pre-fill applications requiring mailing address

☒ Use principal address for mailing address

Address Type : Mailing

Address : *

City: *

Country : *

State : *

Zip + 4 : * -

[Skip Business Profile](#) [Resume Later](#) [Proceed to Step 2](#)

Step 8:

Complete the 'Identify Yourself' section and click [Proceed to Step 3](#).



Identify Yourself

[Proceed to Step 3](#)

Please enter contacts associated with this business. If you wish this person to be notified via email of any changes or actions required for your Michigan Business One Stop account check the Send Notifications box.

NOTE: In order to add or change the resident agent of a corporation, limited partnership, or limited liability company, a document must be filed with the Bureau of Commercial Services, Corporation Division.

* = Required

Contact Type: *

Name : Jane L. Smith

Date of Birth :

Choose an address : ☒ Use Address Below ☐ Retrieve Principal Address ☐ Retrieve Mailing Address

Home Street Address : *

Apt/Suite:

City: *

Country : *

State : *

Zip + 4 : * -

Email Address : * (eg., abc@xyz.com)


Confirm Email Address : *

☐ Include this contact in e-mail notifications related to this business.

Phone Number : * - -

[Skip Business Profile](#)[Previous Step](#)[Resume Later](#)[Proceed to Step 3](#)

Step 9:

The **'Business Contacts'** section is now presented; by clicking  you can enter the additional business contact information. Depending on the type of business, additional contacts may be required before clicking [Proceed to Step 4](#).

Describe your Business

Legal Agreement

Enter Business Information

Complete Business Profile



Finish



[1. Primary Business Info](#) [2. Identify Yourself](#) [3. Business Contacts](#) [4. Physical Addresses](#) [5. DBA/Assumed Name](#)



Business Contacts

Proceed to Step 4

It is highly recommended that a contact record is created for each General Partner associated with your business.

Please enter additional General Partner contact records. [Enter Now](#)  

You also have the option to enter additional contacts for your business. [Enter Additional Contacts](#)  

| Business Contacts | | | | | | | |
|---|-----------------|---------------|----------------|---------|-------|----------|--|
| | Title | Name | Street Address | City | State | Zip Code | |
|  | General Partner | Bernie Gray | 111 Smith St | Corunna | MI | 48817 | |
|  | General Partner | Jane L. Smith | 111 Smith St | Corunna | MI | 44817 | |
| | | | | | | | |


Skip Business Profile

Previous Step

Resume Later

Proceed to Step 4

Step 10:



The **'Business Addresses'** section is now presented; by clicking  you can enter the physical address and/or click [Proceed to Step 5](#).



Describe your Business > Legal Agreement > Enter Business Information > **Complete Business Profile** > Finish

> [1. Primary Business Info](#) > [2. Identify Yourself](#) > [3. Business Contacts](#) > [4. Physical Addresses](#) > [5. DBA/Assumed Name](#)

Business Addresses

[Proceed to Step 5](#)

If your business has physical locations other than those listed below, please enter them. [Enter physical addresses](#)  

| | Address Type | Location Name | Street Address | City | State | Zip Code |
|---|--------------|---------------|----------------|---------|-------|----------|
|  | Principal | | 111 Smith St | Corunna | MI | 48817 |
|  | Mailing | | 111 Smith St | Corunna | MI | 48817 |


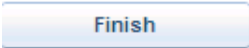
[Skip Business Profile](#) [Previous Step](#) [Resume Later](#) [Proceed to Step 5](#)

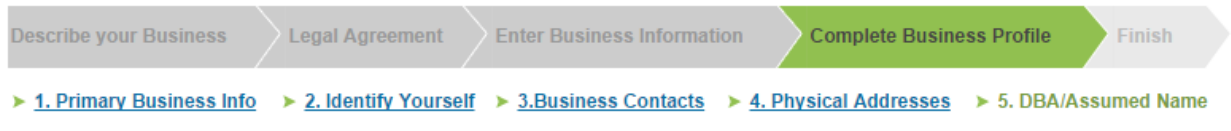
PLEASE NOTE:

If you are not able to complete the business profile, clicking [Resume Later](#) will save the changes. You can come back at a later time to complete the profile. A **'Complete Business Profile'** link will appear on the One Stop home page.

| Operate my Existing Business | | | | |
|---|-----------------------------|---|----------------------------|----------------------------|
| Delete | Business Name - One Stop ID | | | |
| | Catalpa - 104381 | My Workspace | My Profile | My Profile |
|  | Dogwood Grey - 104620 | Complete Business Profile | | |

Step 11:

The final step in creating a One Stop business profile is entering information in the **'Business DBA/Assumed Names'** section. By clicking , you can enter the DBA/Assumed name for the business. If the business does not have a DBA name, click .




Business DBA/Assumed Names



Please enter your Doing Business As information for all businesses you have filed with Michigan counties. Currently this data is not shared with, or obtained from, any of the counties. This page is intended to help manage and record these filings for your business.

These county DBA filings are not the same as Assumed Names for corporations, limited liability companies, or limited partnerships.

Please enter the DBA/Assumed Name information for your business. [Enter DBA/Assumed Name](#) 



Add/Edit "DBA/AssumedNames" is only available to Sole Proprietorship and General Partnership entity types. For all other entity types, appropriate Certificate of Assumed Name document needs to be filed with Department of Licensing and Regulatory Affairs, Bureau of Commercial Services, Corporations Division (LARA BCS CD)

| Business DBA/Assumed Names | | | |
|----------------------------|--------|----------|-------------------|
| | Name ▲ | County ▼ | Expiration Date ▼ |
| No matching records found. | | | |
| | | | |









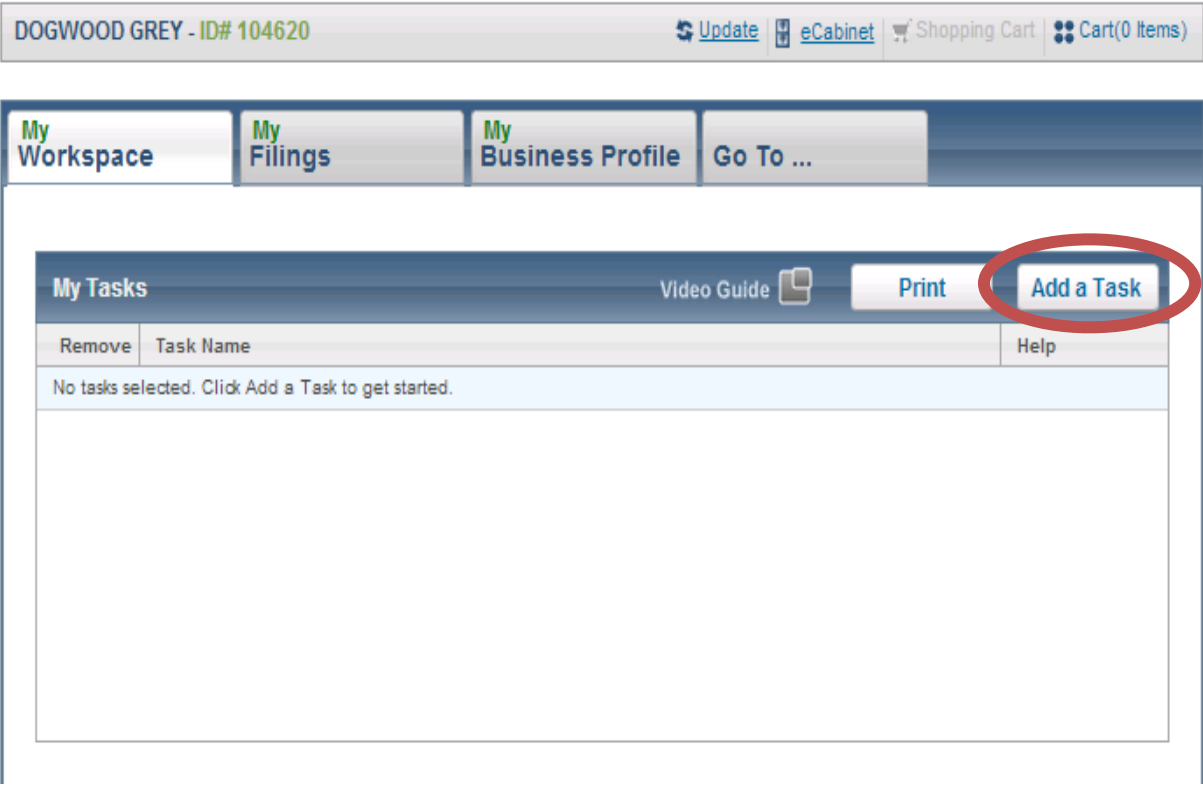
The business profile is now complete!

PLEASE NOTE: If this is a new business, the user can now proceed to the task for e-Registration to register the business for taxes with the Michigan Department of Treasury.

Adding the Link for Michigan Treasury Online Business Services

Step 1:

After creating the business profile, you will be routed to the **‘My Workspace’** screen. From this screen, click [Add a Task](#).



Step 2:

Search for the Michigan Treasury Online Business Services link by typing the word Treasury into the **'Search'** field. The Michigan Treasury Online Business Services link will appear in the list below. Placing a check in the box and clicking [Add](#) will add the Michigan Treasury Online Business Services link to the task list.

Add a Task

If you know that your business needs a task that is not listed in your **My Workspace** task list, you can add that task using this page. Select a task, or tasks, to be added to your business workspace by checking the box to the left of the task or clicking on the task. Choose **Add** to move these tasks to your My Workspace.

For assistance in finding the task you are looking for enter the name or keywords into the search box and click on Go. Sort the list of tasks by clicking on the arrow symbol.

| Additional Tasks you may Choose | | | | | |
|-------------------------------------|---|----------|---|-----------------|--------------------------------|
| Search: Treasury | | | | | |
| Select | Task Description | Agency | Fee Description | Process Time | Tell Me More |
| <input type="checkbox"/> | Sign up to pay business taxes online | Treasury | No fee | 4 weeks or less | ? Tell me more |
| <input type="checkbox"/> | Unclaimed Property Reporting | Treasury | | | ? Tell me more |
| <input checked="" type="checkbox"/> | Michigan Treasury OnLine - Business Tax Services | Treasury | No fee | | ? Tell me more |
| <input type="checkbox"/> | Tobacco Products Tax License - Wholesaler (New) | Treasury | \$100 plus \$25 per each additional location | | ? Tell me more |
| <input type="checkbox"/> | Tobacco Products Tax License - Secondary Wholesaler (New) | Treasury | \$25 plus \$6.25 per each additional location | | ? Tell me more |
| <input type="checkbox"/> | Tobacco Tax - Branch License (New) | Treasury | | | ? Tell me more |
| <input type="checkbox"/> | E-File/SBT - Direct State Filing | Treasury | | | ? Tell me more |
| <input type="checkbox"/> | E-File/MBT - Federal State Filing | Treasury | | | ? Tell me more |
| Showing 1 to 8 of 673 entries | | | | First | Previous 1 2 3 4 5 Next Last |

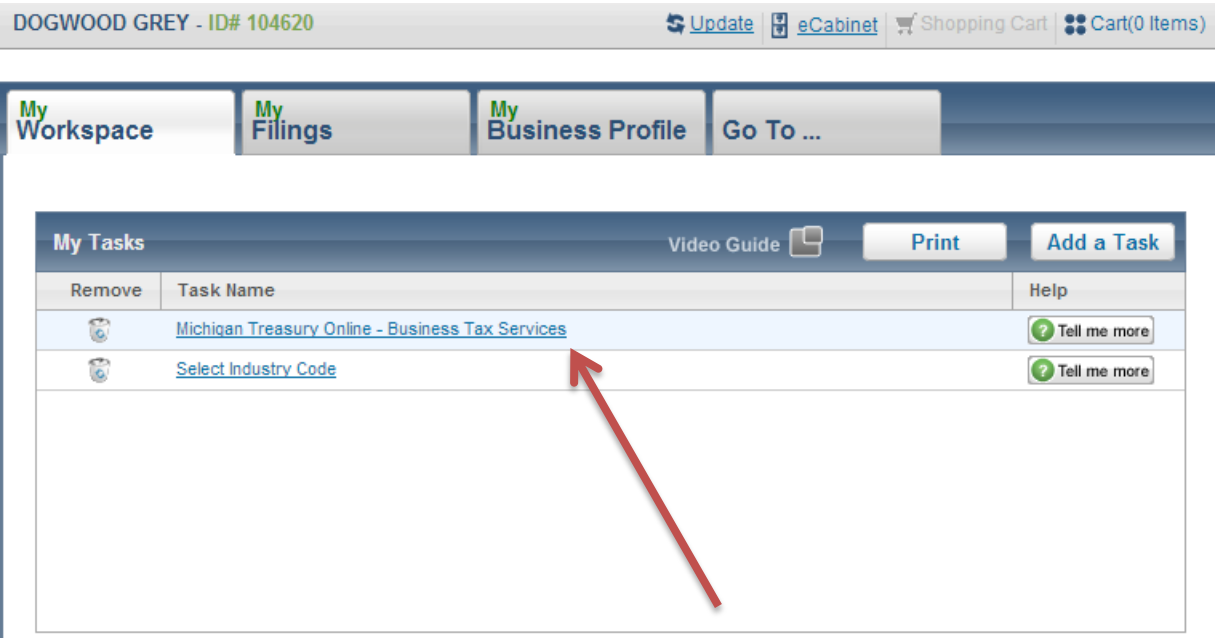
Cancel

Add

Step 3:

The Michigan Treasury Online Business Services link now appears in the **‘My Workspace’** area. Clicking on the link- [Michigan Treasury Online - Business Tax Services](#) connects you to the MTO page.

PLEASE NOTE: There may be other tasks that will also need to be completed in this list before the user can completely register the business with the Michigan Department of Treasury.



PLEASE NOTE: You may now continue with the **Accessing Michigan Treasury Online Business Tax Services** user guide.